

CUTCHOGUE NEW SUFFOLK FREE LIBRARY
Board of Trustees, Minutes of the Regular Meeting
Monday, September 21, 2015 @ 7:00 p.m.

Present: Trustees Anne Howard, President; Alexandra Ninfo, Vice President; Corinne Slade, Treasurer; Paula J. Hepner, Secretary; Jo Anne Vitiello, Peter Zwerlein and Harold Shields; Janet Thompson, President of the Friends of the Library; Jennifer Fowler, Library Director

Absent: Trustee Jo Anne Vitiello

1. **Call to Order** - As a quorum was present, the meeting was called to order by the President at 6:59 p.m.
2. **Adoption of the Agenda** – The President reviewed the Agenda that had been distributed in advance of the meeting. A motion to adopt the agenda as prepared was made by Peter Zwerlein and seconded by Alix Ninfo. The motion was unanimously approved.
3. **Public Expression** – There were no items for public expression.
4. **Approval of the Minutes** – The Secretary presented the minutes of the August 10, 2015 board meeting for review and approval. There being no additions or corrections, a motion to approve the minutes was made by Alix Ninfo. The motion was seconded by Cookie Slade and approved unanimously.
5. **Financial Reports** – The Library Director presented the financial reports for discussion. Questions from the Trustees were entertained and answered.
 - a. General Fund Treasurer's Report – After discussion, the President stated that the Treasurer's report dated July 31, 2015 will be part of the information provided to the Library's auditor who, upon review of the 2015 financial records at the end of the year, will create an audited report which will then be voted upon by the Board. In accordance with Robert's Rules, no motion or second is required.
 - b. Multi-Fund Report – This report, dated July 31, 2015, was reviewed and discussed by the Trustees. There was a follow-up discussion regarding the possibility of having Bridgehampton National Bank waive various charges e.g. for deposit tickets and service charges. The Director reported the bank was not amenable to doing this as of her most recent contact. It was decided that she should recontact BNB and speak with the branch manager.
 - c. General Warrant – After discussion, notably about a missing check #16197, and a variety of charges, a motion to approve the General Warrant dated September 21, 2015 was made by Paula Hepner and seconded by Anne Howard. The Director will investigate the case of the missing check and report back. The motion was unanimously approved.
 - d. Capital Warrant - After discussion, notably regarding the increases in the cost of the outside wall, a motion to approve the Capital Warrant dated September 21, 2015 was made by Paula Hepner and seconded by Harry Shields. The motion was unanimously approved.
 - e. Affirmation of Payroll - After discussion, a motion to affirm the payroll for the pay periods dated August 14 and August 28 was made by Paula Hepner and seconded by Cookie Slade. The motion was unanimously approved. The payrolls specifically approved were:
 - i. Gross Wages for August 14, 2015 were \$33,030.99
 - ii. Employer Taxes for August 14, 2015 were \$10,580.54
 - iii. Gross Wages for August 28, 2015 were \$32,890.34
 - iv. Employer Taxes for August 28, 2015 were \$10,512.47
6. **Director's Report** -- The Library Director presented her report which included an attachment giving the circulation and patron usage statistics for January 2015 through August 2015 and the Program Statistics for January through August 2015. In addition to the items contained in her report, the Library Director discussed the revenues/expenses associated with the Centennial celebration in August and the ticket sales not matching what

was anticipated, the result of which was a shifting of the event's focus from a fundraiser to a party. The Director also discussed the creation of garden boxes and a suggestion was made to include raised ones for adults and children with disabilities. Other topics discussed were the request to plant a tree in memory of Laura Plimpton and the cost of a staff development day. A motion to accept the Director's report dated September 21, 2015 and include it as an attachment to the September minutes was made by Cookie Slade and seconded by Alix Ninfo. The motion was unanimously approved.

7. **Friends of the Library** - Janet Thompson gave the report on behalf of the Friends of the Library's activities. The report covered their membership drive, the Centennial programs being planned, scheduled arts shows in the gallery, the outcome of the book sale in August and the future of the bus trips sponsored by the Friends. A total of 100 bricks at \$100 each were sold for the Friendship walk. Estimates are being obtained for inscribing the donors' names on the bricks. The new art exhibit on boats was just hung and is being favorably received. The November exhibit will be photographs of the historic houses in Southold Town. Janet Thompson reported that every year the book sale makes less money and this year was no exception. This year \$3500.00 was raised leaving a net, after expenses, of \$3000.00. The Friends thanked the library staff and pages for all of their help this year with the book sale. The "Go As You Please" bus trips to NYC are now facing competition from the recreation centers and other libraries who are also running them. If they are to continue, new ideas for these bus trips must be entertained. Janet Thompson estimated that the total income for the Friends for this year will be approximately \$31,000 but after expenses they expect to around \$16,000.00.

8. **Committee Reports**

- a. Benefits Committee - Alix Ninfo ~~from~~ reported that the pension fund was down \$14,633.68 for the month of August 2015. The fund is down \$5,783.09 year-to-date (January 1 through August 31, 2015). The fund balance as of August 31, 2015, was \$409,128.06.
- b. Building and Grounds Committee - Peter Zwerlein reported that all the items the committee had to report were covered in the Director's report (install garden boxes on the eastside of the building, treatments for the crab grass, removing tree limbs and trimming shrubbery, obtaining estimates to install gutters and reupholstering the overstuffed chairs).
- c. Finance Committee - Harold Shields, Chair, reported he is working to find a meeting date to convene this newly created committee.
- d. Nominating Committee - Corinne Slade, Chair, reported that the Committee distributed a plan for increasing the size of the board. The plan explores the pros and cons of doing this and what would be done to begin the work of filling the new vacancies should the bylaws be amended.
- e. Policy Committee - Paula Hepner, Chair, prepared draft bylaws for the proposed increase in the number of board members from seven to nine. The draft will be circulated at this meeting and a vote taken on these changes at the October meeting.

9. **Old Business**

- a. **Bylaw Changes (Amendments to By-law #7g and By-law #8a) -**
 - i. As the language for this proposed change was circulated at the meeting in August, a motion to approve the amendment to Bylaw 7g was made by Paula Hepner and seconded by Harry Shields. The motion was passed unanimously. By-law 7g will now read: "7. MEETINGS g. A simple majority of the existing Board (4 members, present in person) shall constitute a quorum for the conducting of all business. If a quorum is not present at a regular meeting, the President shall set another meeting date within the same month and notify the Board members. For members who cannot attend the meeting, the CNSFL's proxy form may be submitted for specific issues to be voted upon. Proxies will not be counted for the purpose of determining a quorum.
 - ii. As the language for this proposed change was circulated at the meeting in August, a motion to approve the amendment to Bylaw 8a was made by Paula Hepner and seconded by Cookie Slade. The motion passed unanimously. By-law 8a will now read: "8 AMENDMENTS a. Amendments to these By-Laws may be proposed at any regular meeting and shall be voted upon at the next

regular meeting. Written notice of the proposed amendment or amendments shall be sent to all absent members at least ten days prior to the voting session. Two-thirds of the existing Board (5 members, present in person), shall be required to vote on any amendments to the By-laws. Approval of two-thirds of the board members, present in person or by proxy, shall be required for the adoption of an amendment.

- b. Proposed By-law Changes (Amendments to By-laws 3a, 7b, d, e, f, g, 8a) - The proposed changes to these by-laws center on increasing the number of Trustees from seven to nine. The language for the proposed amendments was distributed and discussed. As proper notice has been given, the Board will be able to vote on these changes at the October meeting.
- c. Survey – The Director presented the first draft of the planned survey and the meeting was extended one hour to permit a full discussion of the draft. Members of the Board discussed it in detail and many suggestions were made to add items, delete items, reword items, restructure the format of the survey and reorganize the questions presented. The Director will take the comments and suggestions made and prepare a second draft for the October meeting.

10. New Business

- a. Disposal of Equipment - The Director distributed a list of the equipment that has been eliminated during the past year. She answered questions and discussed why some of the items on the list were eliminated. A motion to approve the "Disposal of Equipment" list and include it in the minutes was made by Paula Hepner and seconded by Cookie Slade. The motion was unanimously approved. Listed below is the equipment that was disposed of as of September 2015:

2015 removed Sept							
ID	Brand/Model	Asset Type	Purchase Date	Cost	Service Info	System Info	op sys
1	IBM think Centre A30 Pent 4, 2.6 GHz	computer	8/4/2004	427.48		512 MB, 40 gb, price includes shipping	xp
2	Oki B4350 printer	printer	3/18/2005	258.34			
3	Brother HL2270DW wifi printer	printer	6/20/2011	149.99		wifi network printer	
4	ScanJet 7400c	scanner	ScanJet 7400c	417.58			
5	HP Compaq dc5750	computer			2UA8101DGG		xp
6	NetNanny	software					
7	HP cd7800 CoreE6550/	computer	3/11/2008	488	2UA8101DDG	2 GB, 80 GB, no mon	xp
8	HP cd7800 CoreE6550/	computer	3/11/2008	492	2UA8101DDF	2 GB, 80 GB, no mon	linux
9	TRENDnet TEW-812DRU dual band router	router	5/21/2014	166.62			
10	netgear n150 access point wn604	wireless AP	7/21/2011	69.99		2bd211540069e	
11	Linksys Router	wireless AP	3/8/2006	79.99			
12	Bascom Patronus	Filter	5/30/2008	995		firewall and filter for patron computers	
13	HP procure managed	network	5/3/2013	1379.31		48 port managed switch	

2015 removed Sept

ID	Brand/Model	Asset Type	Purchase Date	Cost	Service Info	System Info	op sys
	switch	switch					
14	Cisco SLM224G 24 port 10/100switch	network switch	6/16/2009	184.65		2nd staff switch	
15	PowerConnect 2324 unmanaged switch	network switch	3/17/2005	127.4		303703435	
16	PowerConnect 2324 unmanaged switch	network switch	3/17/2005	127.4		303703351	
17	PowerConnect 2324 unmanaged switch	network switch	6/3/2005	120.75			

- b. Staff Development Day – The Director requested the Board entertain the creation of a staff development day. The staff have never had an opportunity for intensive training like this and part of the time would be devoted to completing one project on the staff's "to do" list. Creating such a day would involve closing the library for the day and putting together a full day of programming. The Director envisions doing this during the first week of December, possibly December 4, 2015, depending on the availability of outside speakers. A motion to approve closing the library on a weekday to be determined by the Director in December in order to do staff development was made by Harry Shields and seconded by Alix Ninfo. The motion passed unanimously.

11. **Public Expression** - There were no items for public expression.

12. **Adjournment** --There being no further business before the Board, a motion to adjourn the meeting was made by Peter Zwerlein and seconded by Cookie Slade. The motion was unanimously approved and the meeting was adjourned at 10:16 p.m.

Next Trustee meeting: Monday, October 19, 2015 at 7:00pm.

Upcoming Friends of the Library meeting: Monday, September 28, 2015 at 7:00pm.

Respectfully submitted,
Paula J. Hepner, Secretary

Approved on: _____